



# VACANCY ANNOUNCEMENT

## U.S. EMBASSY, TBILISI, GEORGIA

**No. 2021-034 (R)**

OPEN TO: All Georgian Students

POSITION: **Intern for Facility Maintenance Section (HVAC)**

OPENING DATE: **November 16, 2021**

CLOSING DATE: **December 16, 2021**

WORK HOURS: Part-time, 20-30 hrs. per week

DURATION: 3 months

START DATE: May, 2022

**NOTE: ALL APPLICANTS MUST SUBMIT AN APPLICATION FOR FOREIGN NATIONAL STUDENT INTERN PROGRAM– FNSIP [Form](#) (in English)**

*Applicants should indicate the vacancy for which they are applying. All information and statements submitted for an internship vacancy are subject to verification. Any willful misstatements will result in elimination for internship consideration, and if the individual is hired, subject to immediate termination irrespective of the length of internship.*

**IMPORTANT NOTICE:**

**This is NOT an offer of Federal Employment;  
There will be NO benefits;  
There will be NO COMPENSATION;**

### BASIC FUNCTION OF POSITION

Assists HVAC staff according to current needs and activities:

- Assists HVAC Technicians during performing preventive maintenance work on HVAC equipment (Chillers, Air Handlers, Boilers, etc.);
- Mentored and supervised by a workplace employee, the student achieves objectives which are developed and documented by Mechanical Engineer and that are directly related to specific occupational outcomes (HVAC);
- The Facilities HVAC Inter is responsible for the repairs and maintenance of all building and facilities systems;
- Successful candidates will have the opportunity to: Respond to any building and/or facilities systems issues (climate control, odors, smoke, spills, damage, emergencies and repairs) Monitors contractor performance

and as needed, works closely with outside vendors and contractors to ensure work is completed according to specifications;

- Dismantles and installs HVAC equipment as assigned, performs immediate cleaning duties necessary to maintain clean facility Performs other maintenance duties as assigned by Mechanical Engineer;
- Interns will be asked to perform high quality work on HVAC equipment and will have equal opportunity to grow their knowledge in HVAC field;
- Intern will have opportunity to closely work with Building Automation Systems (BAS);
- Intern will be expected to maintain progress in learning HVAC and BAS systems.

## QUALIFICATIONS REQUIRED

- Must be a student at any higher education institutions in Georgia and be advanced in his/her studies towards a university degree with a major including, but not limited to HVAC Engineering, Mechanical Engineering, Chemical Engineering, Physics, Science of technology and other physical science.
- For the intern position in facilities section, preference will be given for experience in HVAC industry.
- Elementary knowledge of English and fluent Georgian required;
- Must be able to perform assigned tasks diligently, get along well with colleagues; deal tactfully with contacts.
- Must be organized and provide deliverables in support of project plans;
- Must be able to effectively communicate (oral and written) with all employees, contractors and vendors, Understand and follow oral and written instructions;
- Ability to work effectively under pressure, and against strict time constraints;
- Ability to use standard powered and non-powered tools;
- Be able to walk, bend, stoop, balance, crawl and reach for extended periods of time;
- Must be able to lift 25 kilos;
- Must be comfortable and able to work on a ladder of 20 feet.

## HOW TO APPLY:

Interested applicants for this position must e-mail the following to HR Office:

- [Statement of Interest](#) (in English);
- A letter from your university/graduate school clearly stating they grant you permission to do an internship (in English);
- Transcript of academic studies (in English);
- ID Card;
- Letter of recommendation (not mandatory, however will strengthen an application submitted);

All applicants **must indicate** the names of any family members related by blood or marriage who are working for the U.S. Embassy in Tbilisi, or for any other U.S. Government entity (USAID and Peace Corps). This includes brothers, sisters, parents, children, cousins, aunts, uncles, in-laws by marriage – any family connection at all. If there are no family members or relatives, they must clearly state this in their application.

## WHERE TO APPLY:

**All documents MUST be e-mailed in PDF format to [HROTbilisi@State.gov](mailto:HROTbilisi@State.gov).  
No other formats will be accepted. All applications must have the position title and internship  
vacancy announcement number.**

Please visit our website for additional information, including current openings and application requirements  
for applying to the American Embassy in Tbilisi:

**<https://ge.usembassy.gov/jobs/internship-opportunities/>**

**Embassy Tbilisi is an Equal Opportunity Employer**